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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

August 14, 2006

TO: Nonpublic School Operator

FROM: Mike Flanagan, Superintendent of Public Instruction

SUBJECT: 2006-2007 Nonpublic School Membership Report and Nonpublic School Personnel Report

The Michigan Department of Education is pleased to announce that improvements have been made to the electronic collection of the Nonpublic School Membership Report, form SM-4325, using the Michigan Electronic Grants system (MEGS). The Nonpublic School Act (1921 PA 302) permits the Superintendent of Public Instruction to inquire into basic information about the nonpublic schools in the state. The collection of this information has always been a paper-based process, so we are excited to be able to collect this information using an existing on-line system.

In addition, all schools, including nonpublic schools, are required to submit specific information about all school employees in order for the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI) to conduct criminal history checks, as required in Michigan School Safety Legislation. The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) have developed an electronic data collection form --- the Nonpublic School Personnel Report --- through which nonpublic schools will submit their school personnel data to the state of Michigan. Therefore, there will be two reports filed by each school this year.

*Nonpublic School Membership Report*

The SM-4325 form, Sections 1-3, have been designed to collect information on enrollment, qualifications of teachers, and course of study in nonpublic schools. Students attending nonpublic schools, including home schools, that complete form SM-4325 may be eligible for auxiliary services. Nonpublic school and home school students have the right to enroll in non-essential elective courses such as band, physical education, music, and driver's education in public schools.

Sections 4-6 on form SM-4325 are optional. Completion of Section 6 is strongly recommended to aid in documenting teacher eligibility for National Direct Student Loan college loan debt cancellation.

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Please complete and submit the form by October 2, 2006. In order to keep our records current, please notify this office by letter if your nonpublic school will not be operating during the 2006-2007 school year.

Michigan Department of Education  
Bureau of School Finance and School Law  
Post Office Box 30008  
Lansing, Michigan 48909

*Nonpublic School Personnel Report*

Beginning this fall, all nonpublic schools are required to submit specific information about all school employees to comply with new School Safety Legislation using the secure web-based program that is part of CEPI's Registry of Educational Personnel (REP). The information required to be submitted by nonpublic schools is minimal (name, gender, date of birth, social security number, race/ethnicity). The data collection for the Nonpublic School Personnel Report is August 15 through October 6, 2006. You may access additional information at [www.michigan.gov/npshts](http://www.michigan.gov/npshts).

DATA COLLECTION

Electronic reporting is highly recommended. You are encouraged to use the electronic version. If you do not have computer access, you may use any public library or other source. Please contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov) for further information. Instructions on submitting your information are provided below:

*Nonpublic School Membership Report*

- Visit the Nonpublic School Website at [www.michigan.gov/npshts](http://www.michigan.gov/npshts)
- Select "Nonpublic School Membership Report Application User Guide" under "Nonpublic School Membership Report." The user guide includes instructions on how to obtain a MEIS account, register in MEGS and complete the SM-4325 Nonpublic School Membership Report.
- If you filed electronically last year, please use the same MEGS password.
- To obtain a MEIS account and/or security agreement, you must use the school code master information shown on your school's label. To assist you in obtaining a MEIS account, your school code label with pertinent information has been affixed to this letter. If changes are needed to this information, please contact Wanda Bazzett before requesting your MEIS account.

*Nonpublic School Personnel Report*

- Visit the Nonpublic School Website at [www.michigan.gov/npshts](http://www.michigan.gov/npshts)
- Select "Nonpublic School Personnel Report Application User's Guide" under "Nonpublic School Personnel Report." The user's guide includes instructions for obtaining a MEIS account, submission of the security agreement and the submission of your personnel data.
- Information about the Nonpublic School Personnel Report is also available on CEPI's website at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "Nonpublic School Personnel Report" located under the Quick Links on the right navigation bar on the website.

Please note that you MUST submit separate security agreements specific to the Nonpublic School Membership Report and the Nonpublic School Personnel Report as they are separate programs. Once you are at the entry screen of either program you will find a link between the two.

MDE CONTACTS FOR MORE INFORMATION

- If you have questions regarding the Nonpublic School Membership Report or Nonpublic School Personnel Report, please contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov).
- If you have questions regarding obtaining a **MEIS account or password**, please send an email to the Department of Information Technology (DIT) Client Service Center at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, school code, school name, CEPI application name (Nonpublic School Personnel Report), your telephone number (including area code and extension), your email address, and your specific question(s).
- If you have questions regarding **MEGS security agreement**, please contact Andy DeYoung at 517-373-4583 or [deyounga@michigan.gov](mailto:deyounga@michigan.gov).
- To obtain a MEIS account and/or security agreement, you must use the school code master information shown on your school's label. If changes are needed to the **school code master information** shown on your school's label, please contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov). You may access school code master information at [www.michigan.gov/scm](http://www.michigan.gov/scm).
- If you have any questions regarding the **new school safety requirements**, please contact Dr. Flora Jenkins, Director, MDE Office of Professional Preparation Services at 517-373-6505 or [Jenkinsf@michigan.gov](mailto:Jenkinsf@michigan.gov), or Dr. Frank Ciloski at 517-373-6791 or [ciloskif@michigan.gov](mailto:ciloskif@michigan.gov).
- If you have questions regarding **fingerprinting**, please contact Stephanie Whiteside at 517-335-1167 or [whitesides@michigan.gov](mailto:whitesides@michigan.gov).
- If you have questions regarding your **personnel data submission** via the Nonpublic School Personnel Report, please send an email to the DIT Client Service Center at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, school code, school name, CEPI application name (Nonpublic School Personnel Report), your telephone number (including area code and extension), your email address, and your specific question(s).

I recognize your efforts and appreciate your continued cooperation in assisting our Department with the reporting process.